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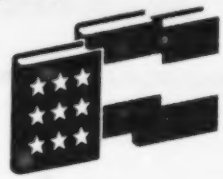

Subject Bibliography

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SMALL BUSINESS

Business America: The Magazine of International Trade *(Biweekly.) Subscription price: Domestic - $40.00 a year; Foreign - $50.00 a year. Single copy price: Domestic - $1.75 a copy; Foreign - $2.19 a copy. (CRTD) (File Code 2E)*
C 61.18:
S/N 703-011-00000-4

Businessperson's Guide to Federal Warranty Law *Provides citations to specific sections of the Magnuson-Moss Warranty Act, the rules of the Federal Trade Commission adopted under the Act, and the FTC's Warranty Advertising Guides. Also addresses some basic points of state law required to understand the requirements and prohibitions of the Magnuson-Moss Act.* 1987: 24 p.; ill.
FT 1.8/2:W 25/2
S/N 018-000-00324-4 $1.50

Buying and Selling a Small Business *Describes considerations that should be examined by people planning to buy or sell a small business.* 1979: 122 p. 1984-repr.
SBA 1.2:B 98/979
S/N 045-000-00164-4 $5.00

Exporter's Guide to Federal Resources for Small Business *Describes the major Federal programs designed to assist small business owners in exporting their goods and services. Contains summaries of agency programs related to small business exporting.* 1988: 127 p.
SBA 1.19:Ex 7/3/988
S/N 045-000-00250-1 $4.00

Franchise Opportunities Handbook, 1988 *This directory of equal opportunity franchisers includes brief summaries of terms, requirements, and conditions under which each franchise is available.* 1988: 303 p.
C 61.31:988
S/N 003-009-00528-1 $16.00

Franchising in the Economy, 1986-1988 *Reports on the 17th annual survey of franchisors performed by the Department of Commerce. It is based on information from questionnaires filled out by 2,177 franchisors, which represents an estimated 99 percent of business format franchising sales and operations in the United States.* 1988: 102 p.; ill.
C 61.31/2:986-88
S/N 003-009-00525-6 $4.75

GSA Subcontracting Directory, 1987/1988 *Established as an aid to small business and small disadvantaged business concerns seeking subcontracting opportunities with GSA prime contractors. The list of GSA prime contractors is alphabetically arranged for each of the 11 General Services Administration's Federal regions. Each listing includes the company's name, address, major products, and telephone number of the small business contacts.* 1988: 27 p.
S/N 022-003-01151-0 $1.50

Guide to Defense Contract Finance Regulations for Small Business, Small Disadvantaged Business, Women-Owned Small Business *Provides useful information about DoD contracts. Includes sections on: preaward surveys; policies related to financing DoD contracts; and progress payments and invoice processing. Includes blank copies of related forms.* 1988: 37 p.
D 1.6/2:Sm 1
S/N 008-000-00503-6 $2.00

Handbook for Small Business, A Survey of Small Business Programs of the Federal Government 1984: 248 p.; ill.
Y 1.1/3:98-33
S/N 052-071-00680-0 $7.00

Handbook of Small Business Data, 1988 *Presents detailed statistics on the small business economy. Data were gathered from the Bureau of Labor Statistics, the Internal Revenue Service, and from data files leased from Dun and Bradstreet.* 1988: 354 p.; ill.
SBA 1.19:D 26
S/N 045-000-00253-5 $10.00

How to Buy or Sell a Business *Presents an outline of the factors involved in buying or selling a business and the necessary procedures for structuring transactions, negotiations, and settlements.* 1988: 12 p.
SBA 1.32:2.029
S/N 045-000-00251-9 $1.00

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Researching Your Market *Provides an overview of what market research is and how it's done, and presents inexpensive techniques that small business owner-managers can apply to gather facts about their customers and the people they'd like to have for customers.* 1988: 8 p. — S/N 045-000-00245-4 — $1.00

Responsive Business Approaches to Consumer Needs *The following publications from the Office of Consumer Affairs of the Commerce Department are intended to help small- and medium-sized businesses anticipate and resolve consumer problems. Also lists sources of additional information and advice.*

Advertising, Packaging, and Labeling 1984: 40 p. revised ed.
C 1.2:Ad 9/2/984 — S/N 003-000-00632-8 — $2.25

Managing Consumer Complaints *This publication may be purchased at a special price of $175.00 per 100 copies when mailed to one address.* 1981: 20 p.
C 1.2:C 76 — S/N 003-000-00570-4 — $2.75

Simplified Employee Pensions: What Small Businesses Need to Know *Presents employers with an easy way of providing retirement income for themselves and their employees.* 1988: 12 p. — S/N 045-000-00256-0 — $1.00

Small Business Administration Business Basic, Self-Instructional Booklets (SIB) *Each of the following publications is issued with perforations.*

Asset Management 1980: 20 p.
SBA 1.19:As 7/2 — S/N 045-000-00175-0 — $2.75

Consumer Credit 1980: 34 p.
SBA 1.19:C 76 — S/N 045-000-00179-2 — $4.50

Credit and Collections: Policy and Procedures 1980: 39 p.
SBA 1.19:C 86 — S/N 045-000-00180-6 — $4.75

Employee Relations and Personnel Policies 1980: 31 p.
SBA 1.19:Em 7/2 — S/N 045-000-00196-2 — $4.50

Inventory Management: Manufacturing Service 1985: 52 p.
SBA 1.19:In 8 — S/N 045-000-00230-6 — $2.00

Job Analysis, Job Specifications, and Job Descriptions 1980: 34 p.
SBA 1.19:J 57 — S/N 045-000-00185-7 — $4.50

Managing Fixed Assets 1980: 39 p.
SBA 1.19:As 7 — S/N 045-000-00176-8 — $4.75

Managing Retail Salespeople 1980: 55 p.
SBA 1.19:R 31/3 — S/N 045-000-00189-0 — $4.75

Profit Plan 1980: 32 p.
SBA 1.19:P 94 — S/N 045-000-00192-0 — $4.50

Purchasing for Manufacturing Firms 1980: 48 p.
SBA 1.19:P 97 — S/N 045-000-00181-4 — $4.75

Retail Merchandise Management 1980: 47 p.
SBA 1.19:R 31 — S/N 045-000-00178-4 — $4.75

Understanding Money Sources 1980: 47 p.
SBA 1.19:M 74/2 — S/N 045-000-00194-6 — $4.75

Small Business Management Series:

Credit and Collections for Small Stores 1980: 73 p.; ill.
SBA 1.12:43 — S/N 045-000-00169-5 — $5.00

Financial Management: How to Make a Go of Your Business 1986: 79 p. 1988-repr.
SBA 1.12:44 — S/N 045-000-00233-1 — $2.50

Financial Recordkeeping for Small Stores 1985: 139 p.
SBA 1.12:32/985 — S/N 045-000-00239-0 — $4.00

Franchise Index Profile: A Franchise Evaluation Process 1986: 59 p.
SBA 1.12:35 — S/N 045-000-00231-4 — $2.00

Handbook of Small Business Finance 1987: 61 p.

Introduction to Records Keeping 1986: 80 p.; ill.
SBA 1.12:45 — S/N 045-000-00242-0 — $2.00

Management Audit for Small Manufacturers 1977: 44 p. 1986-repr.
SBA 1.12:29/2 — S/N 045-000-00234-9 — $2.50

Management Audit for Small Retailers 1977: 61 p.
SBA 1.12:31/3 — S/N 045-000-00151-2 — $4.25

S/N 045-000-00149-1 — $4.50

Ratio Analysis for Small Business 1977: 66 p. — S/N 045-000-00150-4 — $4.50
SBA 1.12:20/4

Training Salesmen to Serve Industrial Markets 1978: 85 p.; ill. — S/N 045-000-00133-4 — $2.50
SBA 1.12:36

Small Business in the American Economy *Focuses on the economic trends facing small business in the next fifteen years and takes a special look at issues in manufacturing, small business worker training, and the participation of women and minorities in business ownership.* 1988: 230 p.; ill. — S/N 045-000-00252-7 — $6.50
SBA 1.2:Am 3/2

Small Business Subcontracting Directory *Intended for small and disadvantaged businesses seeking subcontracting opportunities with Department of Defense prime contractors, arranged alphabetically by State. Each entry includes the name and address of DoD prime contractor, the name and address of the small business liaison officer, and the product or service being provided to the Department of Defense.* 1988: 142 p. — S/N 008-040-00195-4 — $7.00

Starting and Managing Series:

Business From Your Home 1986: 54 p. — S/N 045-000-00232-2 — $2.00
SBA 1.15:102

Small Business of Your Own 1982: 84 p. 1986-repr. — S/N 045-000-00212-8 — $4.75
SBA 1.15:1/4

Small Service Business 1986: 63 p. — S/N 045-000-00238-1 — $2.00
SBA 1.15:101/986

State of Small Business: A Report of the President Transmitted to the Congress, Together With the Annual Report on Small Business and Competition of the United States Small Business Administration:

1987 1987: 363 p.; ill. — S/N 045-000-00246-2 — $10.00
SBA 1.1/2:987

1988 1988: 249 p.; ill. — S/N 045-000-00249-7 — $7.00
SBA 1.1/2:988

1989 1989: 216 p.; ill. — S/N 045-000-00255-1 — $6.00
SBA 1.1/2:989

States and Small Business: A Directory of Programs and Activities, 1989 — S/N 045-000-00257-8 — $12.00

United States Government Purchasing and Sales Directory *A valuable aid for the small business that wants to sell to or buy from the Federal Government. It includes information on how the Small Business Administration can help a business obtain Government prime contracts and subcontracts, data on Government sales of surplus property, and comprehensive descriptions of the scope of the Government market for research and development.* 1984: 199 p. — S/N 045-000-00226-8 — $5.50
SBA 1.13/3:984

White House Conference on Small Business: A Report to the President of the United States 1986: 82 p. — S/N 040-000-00506-4 — $5.50
Y 3.W 58/21:2 Sm 1/2

Women and Business Ownership: An Annotated Bibliography *Describes recent writings and information which may be of the greatest interest to researchers and to policy and program developers. Lists and annotates formal research documents, unpublished dissertations and theses, charts and tables, unpublished government reports, government hearing records, legal case books, selected articles and books from the popular press, and popular guides to small business management for women.* 1986: 180 p. — S/N 003-000-00646-8 — $9.00
C 1.54:W 84/corr.

Women Business Owners: Selling to the Federal Government *Designed to help women business owners become more successful by providing them with information about marketing their goods and services to the Federal Government. Includes information on how the government buys and copies of forms needed to sell to the government.* 1987: 74 p.; ill. — S/N 045-000-00247-1 — $3.75
SBA 1.2:W 84/4/987

Women's Business Ownership Act of 1988, Public Law 100-533 *An Act to Amend the Small Business Act to Establish Programs and Initiate Efforts to Assist the Development of Small Business Concerns Owned and Controlled by Women, and for Other Purposes. Approved October 25, 1988.* 1988: 10 p. — S/N 869-006-00291-5 — $1.00
AE 2.110:100-533

Working Together: A Guide to Federal and State Resources for Rural Economic Development 1988: 213 p. — S/N 045-000-00254-3 — $8.50

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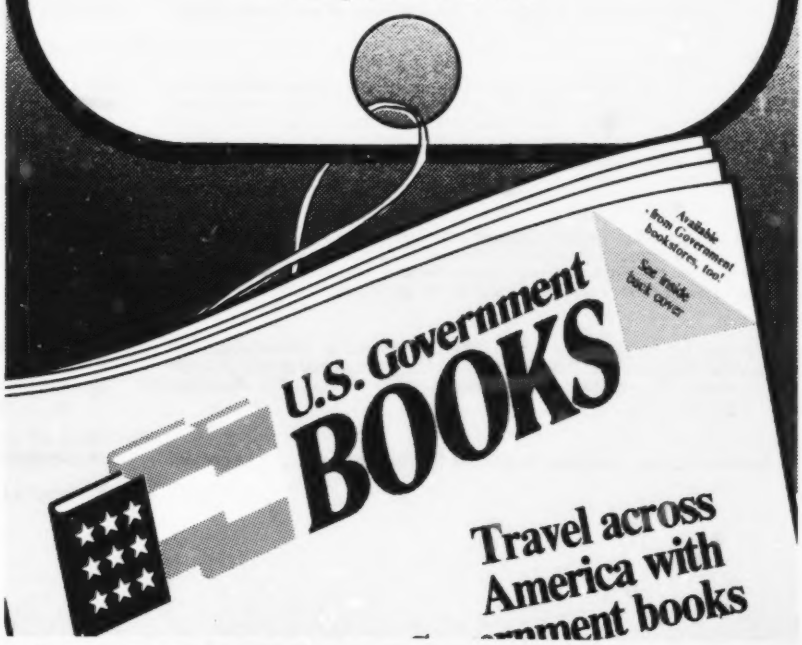

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